

Mail to: FFP / VFA Grant Manager - CF/8
Department of Natural Resources
P.O. Box 7921
Madison, WI 53707-7921

Fire Suppression Grant Programs Audit Check Sheet

Form 4300-048 (R 6/02)

Notice: Use of this form is required by the Department for any application filed pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personally identifiable information requested will be used for program administration.

Grant Information

Grantee Name

Name of Person Contacted

Audit Date

Grant Number (Check One):

☐ Volunteer Fire Assistance (VFA) Grant Number: _____ ☐ Forest Fire Protection (FFP) Grant Number: _____

Status of Project

Have all materials and/or services been received? ☐ Yes ☐ No

Comments

Records

Is all documentation relative to this grant kept separate from other fire department or municipal records so it is readily available? ☐ Yes ☐ No

Comments

Purchasing

Does the documentation on file support the basic purchasing criteria?

1. All items \$0 to \$4,999.99 purchased only after receiving at least three written informal quotations (vendor catalog pages are acceptable informal quotes). ☐ Yes ☐ No

2. All items exceeding \$4,999.99 were competitively bid and award made to low bidder meeting specifications. ☐ Yes ☐ No

The following documentation is on file as warranted: Class 1 notice - items \$5,000.00 to \$15,000.00; Class 2 notice - items greater than \$15,000.00 to \$25,000.00 ☐ Yes ☐ No

How many bid inquiries were mailed out or vendors contacted?

How many vendors bid on this project?

Was the low bid accepted?

☐ Yes ☐ No

If low bid not accepted, does the documentation on file substantiate the reason for the exception?

☐ Yes ☐ No

Comments

Inventory

Are inventory items (\$5000 or more in value) easily identifiable by serial number or other marking?

☐ Yes ☐ No

Are inventory records adequate?

☐ Yes ☐ No

For a federally funded grant (VFA and/or FFP-F), has the DNR provided and attached the inventory sticker for items greater than \$499.99?

☐ Yes ☐ No

Comments

Summary

Comments from the local officials relative to this program are solicited. Is there any way we can improve or simplify the process yet remain within our guidelines?

Auditor Signature

Date